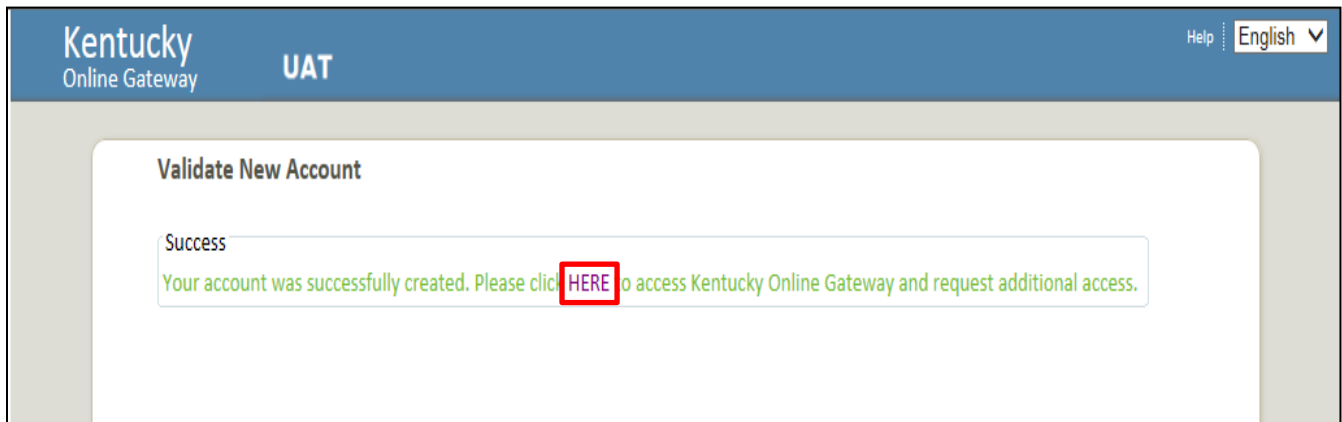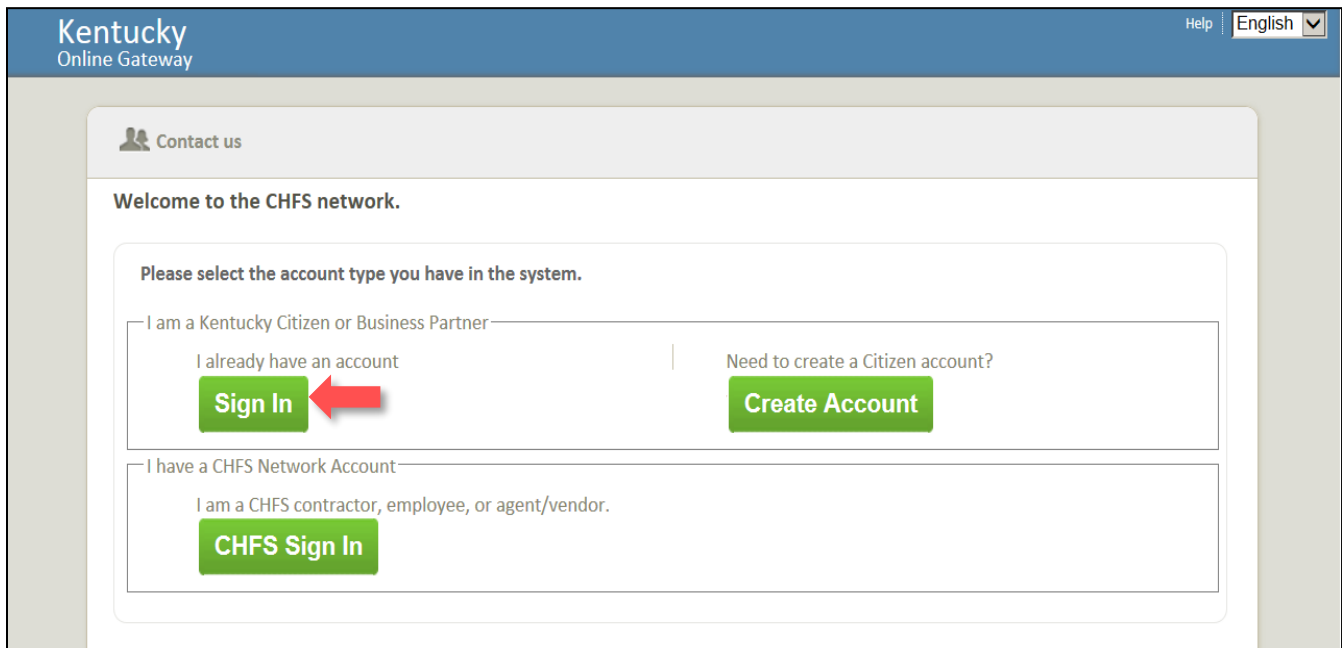# Access to GenTrack for Submitting the Annual School Immunization Surveys

After you have received your access to the Kentucky Online Gateway, you will need to request access to specific roles and applications (i.e. kindergarten and sixth grade surveys) for GenTrack. You will need to click the word **HERE** (as shown below) to be taken to the KOG login screen.

You will be taken to the KOG login screen (as shown below).

Click the **Sign In** button.

The screen shown below will be displayed. Enter your username and password you used to set up for Kentucky Online Gateway account, and then click the **Log In** button.

The screen shown below will be displayed. Click **Request Access** (either link will direct you to the same page).

The screen shown below will be displayed. Click the **Select** button to the right of GenTrack Application to continue. (NOTE--You may need to scroll down the page to find GenTrack. Applications are not necessarily listed alphabetically.)

After clicking Select, the following screen (next page) will be displayed.

Click in the checkbox under **Request**. Then click **Next**. You will be redirected to the Confirm Request page (shown below). Click the **Submit Request** button.

Once you click on Submit Request Button, your request for access to GenTrack will be generated.

You will need to email Hollie Sands (hollie.sands@ky.gov), the contact for the Annual School Immunization Surveys, to give you the appropriate role access.   In your email, please use the following format:

- o Name: (First, Last)
- o County Name:
- o School Name:
- o Grade(s) Reporting: (Kindergarten and/or Sixth Grade)

NOTE: It could take two or more business days before your access is processed.

You will receive a confirmatory email that your access has been granted.

Step-by-step instructions for entering a survey in GenTrack for either Kindergarten or Sixth Grade can be found on the Kentucky Immunization Program website at http://chfs.ky.gov/dph/epi/Annual+Immunization+School+and+Childcare+Survey.htm.

Please take note:

- This program will allow you to go in to review and edit your entry at any point. You will be able to revise any of your numbers until December 31, after this date the tracking system will be shut down and all data uploaded.

- **If you miss the December 31st deadline, you will be subject to a full certificate audit.**

- This process meets all FERPA and HIPAA confidential security measures. Please write down your password and answers to security questions, and keep them in a secure location. You will need these again to access the survey in subsequent years.

If you have any questions, concerns, problems with submitting your Annual School Immunization Survey, please do not hesitate to email Hollie Sands (hollie.sands@ky.gov) with the Immunization Program.

If you have any questions about vaccines in general, contact the Immunization Program at 502-564-4478 and one of the nurses will be able to assist you.